

WASHINGTON
WILDLAND FIRE ASSISTANCE
GRANT PROGRAM
2004

General Information:

Washington Rural Fire Protection Districts and Fire Departments can significantly benefit from the Washington Wildland Fire Assistance Grant Program 2004 with a projected **\$500,000** being made available through the US Department of Agriculture (USDA) and the US Department of Interior (DOI).

In Washington, USDA and DOI have agreed to create The Washington Wildland Fire Assistance Grant Program administered by the Washington Department of Natural Resources (DNR). The Grant Program provides wildland fire assistance grants to qualifying fire districts/fire departments to implement wildland fire fighting capabilities.

Grant programs being offered for 2004 include; The USDA funded Volunteer Fire Assistance Program (VFAP) funded through the US Forest Service (USFS) and Rural Fire Assistance (RFA) program funded by DOI through the Bureau of Land Management (BLM), The Fish and Wildlife Service (FWS), and The Bureau of Indian Affairs (BIA).

Grant programs are open to all fire protection districts/fire departments who serve communities of **LESS** than **10,000** residents **AND** who provide a wildland fire response to private, state, or federal ownership.

Program Goals and Objectives:

The goal of the combined grant program is to reduce wildfire losses through direct assistance grants to rural fire protection organizations for public education, equipment, training, and response capability.

Our strategy is to enable all eligible Washington Fire Protection Districts and Fire Departments an equal opportunity to compete for needed financial assistance. Most fire protection organizations adjacent to federal ownership lack basic equipment needs and do not have the funds to purchase adequate equipment or pursue required training. Our priority is for small under-funded organizations to receive a substantial benefit from the combined assistance grant program.

2004 Grant Programs:

The Washington Wildland Fire Assistance Grant Program 2004 is comprised of four Federal Agencies offering various levels of assistance to qualifying Fire Protection Districts/Fire Departments. The Program will be administered under two phases. PHASE I is for Personal Protective Equipment (PPE). PHASE II covers all other grant program eligible items not available under PHASE I.

The applicant is advised to review the eligibility requirements and projected grant funding available during each program's phase before submitting a PPE order, or a Grant Application Package.

Factors to consider before submitting a PPE order or Grant Application Package.

- Program funding levels are projections only. Actual funding levels will be determined by the sponsoring federal agency at a later date.
- The best grant program match to your needs is extremely important. The applicant will be limited to one PHASE I PPE order per year, and one PHASE II Grant Application Package per year. One or both are not to exceed \$20,000.

PHASE I

The Washington Wildland Fire Assistance Grant Program PHASE I is for the purchase of Personal Protection Equipment (PPE) only.

Orders are submitted through a "shopping cart" format.

For PPE orders to be processed, submit your "shopping cart" order with a completed and signed Billing Information page.

Funding Agency

Volunteer Fire Assistance Program (VFAP)

Funding Agency:	US Department of Agriculture
Agency Funded through:	US Forest Service
Projected Funding in 2004:	\$130,000
Grant Type:	Personal Protective Equipment (PPE)
Grant Match:	50 percent
Documents Required:	"Shopping Cart" order Billing Information page
Opens:	March 1, 2004
Closes:	May 31, 2004

PHASE II

The Washington Wildland Fire Assistance Grant Program PHASE II is for the purchase of all program eligible items not covered in PHASE I. PHASE II requires the submittal of a complete Grant Package before requested grant funding can be accepted, reviewed and approved.

Volunteer Fire Assistance Program (VFAP)

Funding Agency: US Department of Agriculture
Agency Funded through: US Forest Service
Projected Funding in 2004: \$350,000
Grant Type: Regular and Grant Package submittal required

Qualifying Projects:

Fire Equipment

This category includes equipment suitable for wildland fire use. Includes portable pumps, slip in pump packages, portable generators, portable light plants, water tanks – vehicle and porta tanks, and chainsaws. All hand tools, hose, hose fittings and related equipment **Not available** during Phase I, communication systems, radios – vehicle and hand held, pagers.

Fire Prevention

Includes the development and implementation of Fire Prevention Education Programs.

Vehicle Acquisition/Refurbishment

Includes the Acquisition/Refurbishment and conversion of vehicles to a wildland fire apparatus. This includes wildland engines, tenders, and command vehicles.

Training

Includes the development and implementation of programs designed for training in structural, grass or wildland fire suppression.

Safety Clothing/Equipment

Includes all wildland Personal Protection Equipment (PPE) **not available** under Phase I. This includes SCBA units, turnout gear, rubber and leather firefighting boots, and Nomex jumpsuits.

Communications

Includes the development of single or multi District communications systems, radios, vehicle, hand held, base stations, and repeaters.

Dry Hydrant

Includes planning, construction and operational use of a dry hydrant system.

Maximum Grant Award: \$20,000
Applicant's Grant Match: 50%
Additional Program Qualifications: None

Bureau of Land Management (RFA-BLM)

Funding Agency: US Department of Interior
Agency Funded through: Bureau of Land Management
Projected Funding in 2004: \$220,000
Grant Type: Regular
Qualifying Projects: Acquire new or used vehicles, including Federal Excess Property (FEPP) for refurbishment and conversion to fire apparatus
Maximum Grant Award: \$20,000
Applicant's Grant Match: 10%
Additional Program Qualifications:

- Borders BLM Ownership
- OR
- Currently provides a Wildland Fire Response to BLM

Fish and Wildlife Service (RFA-FWS)

Funding Agency: US Department of Interior
Agency Funded through: US Fish and Wildlife Service
Projected Funding in 2004: \$40,000
Grant Type: Regular
Qualifying Projects: Acquire new or used vehicles, including Federal Excess Property (FEPP) for refurbishment and conversion to fire apparatus

Maximum Grant Award: \$20,000
Applicant's Grant Match: 10%
Additional Program Qualifications: • Borders FWS Ownership
OR
• Currently provides a Wildland Fire Response to FWS

Bureau of Indian Affairs (RFA-BIA)

Funding Agency: US Department of Interior
Agency Funded through: Bureau of Indian Affairs
Grant Type: Regular
Qualifying Projects: Acquire new or used vehicles, including Federal Excess Property (FEPP) for refurbishment and conversion to fire apparatus

Maximum Grant Award: \$20,000
Applicant's Grant Match: 10%
Additional Program Qualifications: • Borders recognized Indian Nation
OR
• Currently provides a Wildland Fire Response to Nation or BIA

Special Program Restriction: RFA-BIA Awards are not available to Western Washington Fire Districts

Ineligible Projects or Items under Grant Program:

- Major expenditures such as building construction or new fire apparatus
- Land acquisition or building repairs
- Rural Emergency Medical Service programs
- Waterline construction and hydrants
- Structural fire engines, ladder trucks
- Wellness programs

Grant Awards and Matching Fund Requirements:

There is approximately \$500,000 to award fire organizations through the Grant Program. The maximum grant award for any applicant for one or a combination of grant projects is **\$20,000**. All grant awards require matching funds from the applicant.

The matching fund requirement for all eligible projects, within the Volunteer Fire Assistance Program (VFAP), is **50%**. The matching fund requirements for all eligible projects within the Rural Fire Assistance Program (RFA), is **10%**. Matching funds may be actual cash, donated materials or in-kind labor. The in-kind labor rate for 2004 is \$16.00 per hour.

General Grant Requirements

Prior to submitting a Grant Application Package, the applicant should be familiar with the following funding process and requirements.

- Enter into a Grant Performance Agreement with DNR immediately after receiving a Grant Award Letter. **NOTE:** No funds may be expended until sub-grantee has received a signed Grant Agreement from the DNR.
- The sub-grantee's share of the project must be available at the time of grant award.
- Grant funds will be made available to the sub-grantee for one year following the grant award.
- The sub-grantee shall perform and complete the project as detailed on the Grant Project Application for Funding page. Any deviation from the approved project must have prior written approval by DNR to be eligible for grant reimbursement.
- Actual grant reimbursement to the sub-grantee will be based on the **ACTUAL** project cost, not the project estimate as listed on the Project Cost Estimate Summary page.
- The **ACTUAL** project cost cannot exceed the estimated project cost as listed on the Project Cost Estimate Summary page.
- Unused grant funds cannot be transferred to other non-funded projects, agencies, or departments.
- The sub-grantee agrees to keep accurate and detailed records of all costs incurred in the project, including in-kind labor. All project costs must be submitted to DNR for review and approval prior to grant reimbursement.

Federal Audit Requirements:

Federal Auditors require that all individual items and individual items classified as a "package" having an original acquisition cost of \$5,000 or greater be identified. Identification will be with a metal identification tag and inventory numbers provided by DNR. All inventorable property will be subject to periodic inventory by DNR.

All vehicles obtained under the Grant Program funding will be subject to the following:

- All vehicles purchased with Grant Program funding will be titled to the Fire District/Fire Department.
- Vehicles purchased, refurbished and converted to a fire apparatus must be used for its intended purpose for a minimum of five years.

All inventoriable items or “packages” purchased with Grant Program funding with an original acquisition cost of \$5,000 or greater will require reimbursement for a percentage of the grant funds at the time of disposal or sale. If proceeds from the disposal of inventoriable items are used to upgrade similar equipment, grant reimbursement is not required. Records must be secured, and DNR must be advised by the sub-grantee prior to the disposition of any inventoriable item.

Pre Grant Package Submittal

The applicant is advised to review and complete the pre Grant process listed below prior to submitting a Grant Application Package.

- Become familiar with the individual Grant programs, eligible projects and grant match funding.
- Determine eligibility for all programs.
- Determine which program(s) and project(s) will be the best match.
- Define the project(s), and individual items within the project(s) for which funding is being requested.
- Determine all associated costs for the **total project(s)**.
- Determine Phase II funding eligibility. The maximum grant funding eligibility for one or a combination of all projects is \$20,000. Funding received for PPE through Phase I must be subtracted from this total to determine Phase II eligibility.
- For applicants who qualify for both VFAP and RFA Grant Programs, identical projects can be submitted for funding.

2004 Grant Application Package

The 2004 Washington Wildland Fire Assistance Grant Program Application Package consists of four components.

- Grant Application for Funding: submit **one** per Grant package
- Grant Project-Request for Funding: submit **one** for each Grant project
- Project Cost Estimate Summary: submit **one** for each Grant project
- Narrative Statement: submit **one** per Grant package

Steps to Submitting a Grant Application for Grant Funding Phase II

Step 1 Complete the Application for Grant Funding Phase II.

Step 2 For each Grant project for which funding is being requested complete the following:

- One Grant project – Request for Funding page
- One Project Cost Estimate Summary page

Step 3 Compile the narrative statement, briefly describing the scope and impact to your community and overall operation of your organization. The narrative statement should cover all projects for which funding is being requested. Present in a concise and detailed format not to exceed two pages. Only one narrative statement is required for each Grant package.

Step 4 Complete the Funding Information block on the Application for Grant Funding - Phase II.

Step 5 Complete the signatory block on the Application for Grant Funding – Phase II. All required signatures must be completed for the Grant package to be accepted for funding.

Step 6 Compile the Washington Wildland Fire Assistance Grant Package document in the following order:

- Top Document Set: one application for Grant Funding – Phase II
- Second Document Set: Grant project – Request for Funding page(s) and Project Cost Estimate Summary – Phase II page(s) for each project for which funding is being requested.
- Third Document Set: one Narrative Statement covering all projects for which funding is being requested.

Grant Submittal Requirements

- All Grant Package Documents must be completed in their entirety. All documents received incomplete, unsigned, or with inaccurate or falsified information, will result in the entire Grant Package not being considered for Grant funding.
- All Grant Package Documents must be TYPED.
- All Grant Package Documents must be attached in the required order.
- All Grant Packages must be submitted via mail with the original and eight copies.
- All Grant packages must be received by the Washington Department of Natural Resources, Resource Protection Division, by the close of business hours (5:00 p.m.), October 29, 2004. Grant packages received after 5:00 p.m., November 1, 2004, will not be considered for Grant funding.

Application Submitted: September 1, 2004
Application Deadline: November 1, 2004

Submit All Grant Application Packages to:

Washington Department of Natural Resources
Resource Protection Division
1111 Washington Street SE
P.O. Box 47037
Olympia, WA 98504-7037

Grant Timelines:

December 10, 2004 Award / Non-award letters to competing fire districts/departments
January 14, 2004 Agreements finalized with successful fire districts/departments
Thru January 2006 Grant funds are utilized

For more information:

To visit the DNR website go to www.dnr.wa.gov/ or go directly to the Washington Wildland Fire Assistance Grant Program 2004 at <http://www.dnr.wa.gov/htdocs/rp/grants/ruralfire.html>

Email: fire_assist@wadnr.gov

Phone: (360) 902-1300

Fax: (360) 902-1781

Narrative Statement Instructions:

On a separate paper (not to exceed two pages), **type a brief** narrative description of the area to be served by the project. Here are suggested considerations. Use if applicable.

- Describe the project to be funded. How essential is it to the community's protection ability? How will the project add to protection in the area? How will it be funded?
- Describe the area to be served by the project, present type of protection, water system, equipment, facilities, personnel, values protected, fire occurrence, a map of the area (if applicable), special hazards to life and property, and any other details helpful in evaluating the application, determining the need for assistance and benefits gained by funding the project.
- Include other information appropriate to your community:
 - Is your district the only protection agency in the area or an essential part of the protection organization with adjacent communities or districts?
 - Is the district well organized, staffed, and able to help itself?
 - What are the plans for training volunteers and acquiring equipment?
 - Will the assistance requested upgrade protection in the area and reduce insurance rates? How?
- List other protection organizations that provide protection services in the community or rural fire district/adjacent rural areas (DNR, USFS, other cities, etc.)
- How many cities can provide mutual aid support within 30 minutes from the center of your district?
- List the rural units and number of years in effect, if the community or rural fire district operates under a written agreement of cooperation with adjoining communities or rural districts.

WASHINGTON WILDLAND FIRE ASSISTANCE GRANT PROGRAM 2004
APPLICATION FOR GRANT FUNDING – PHASE II

Applying Fire District/Fire Department (Full Name):		
Mailing Address:	City:	Zip:
County:	Application Date:	
Authorized Representative:	Title:	Phone:
Federal Tax Identifier Number (TIN): 91-	Uniform Business Identifier (UBI):	
Participating Fire Districts/Departments:		
Participating Communities:		
Current Population Protected:	Population Benefiting from this Grant:	
Average Number of Annual Emergency Responses:	Fire	Rescue Other
Assessed Valuation:	Current Budget:	Percent of Budget for Grant:
Current Insurance Rating No.:	Will Project Funding Reduce Current No.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the Applicant applied for a Fire Protection Loan from Farm Home Administration? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a continuation of a two-year Project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has Applicant received funding from this Program within the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, what year(s) and amount awarded? Year(s): Amount:		
Is this Project currently being applied for under another Federal Grant Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, name of Program(s)?		
Is Federal ownership within or bordering Applicant's Protection Area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply <input type="checkbox"/> US Forest Service <input type="checkbox"/> Bureau of Indian Affairs <input type="checkbox"/> Bureau of Land Management <input type="checkbox"/> Fish & Wildlife Services		
Does Applicant currently provide Wildland Fire response for Federal Ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply <input type="checkbox"/> US Forest Service <input type="checkbox"/> Bureau of Indian Affairs <input type="checkbox"/> Bureau of Land Management <input type="checkbox"/> Fish and Wildlife Service		
Square miles of Federal Ownership Protected	Name of Indian Nation Protected	

Funding Information

Grant Eligibility Phase II=\$20, 000 minus PPE funding from (Phase I) Phase II Grant Eligibility:	\$
Total Project Cost Estimate(s), All Projects from Project Cost Summary page(s):	\$
Total Applicant Grant match; All Projects from Project Cost Summary page(s):	\$
Total Program Funding requested; All Projects from Request for Funding page:	\$
Is Fire District/Fire Department grant match available? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Authorized Signatures: Fire District=three required; Fire Department= two required

The undersigned have reviewed and approve the submittal of this Grant package for funding to the Washington Department of Natural Resources, Resource Protection Division, and Washington Wildland Fire Assistance Grant Program. We certify that, to the best of their knowledge, the data contained within this application is true and accurate, and the applicant will comply with listed assurances if a grant is awarded.

Authorized Representative (Printed Name)	Signature	Title	Date
Fire Chief/Mayor (Printed Name)	Signature	Title	Date
Commissioner (Printed Name)	Signature		Date

WASHINGTON WILDLAND FIRE ASSISTANCE GRANT PROGRAM

PHASE II 2004

GRANT PROJECT – REQUEST FOR FUNDING

Applying Fire District/Fire Department (*Full Name*): _____

Grant Project Number: VFAP: ☐1 ☐2 ☐3 RFA: ☐1 ☐2 ☐3 Project Priority: ☐1 ☐2 ☐3 ☐4 ☐5
(check one only) (check one only) 1=high 5=low

GRANT TYPE ☐ Volunteer Fire Assistance Program (VFAP) USDA – Forest Service
(Check only one)

☐ Rural Fire Assistance (RFA) DOI – BIA, BLM, and FWS

(Check only one) Funding RFA Agency ☐ BLM ☐ FWS ☐ BIA

PROJECT CATEGORY **Volunteer Fire Assistance Program (VFAP)**
(Check only one)

☐ Fire Equipment ☐ Fire Prevention ☐ Training

☐ Vehicle Acquisition/Refurbishment ☐ Communications

☐ Safety Clothing/Equipment ☐ Dry Hydrant ☐ Other

Rural Fire Assistance (RFA)

☐ Vehicle Acquisition/Refurbishment

Brief Description of Project (**Not a Narrative Statement**)

Total Project Cost Estimate \$ _____
(From the project cost estimate summary page)

Total Applicant Project Grant Match \$ _____
(VFAP 50 percent – RFA 10 percent of total project cost estimate)

Total Project Funding Requested \$ _____
(Total project cost estimate – applicants project grant match)

Request Submitted By:

Printed Name

Signature

Title

Date

****NOTE:** To become eligible for project funding, the Grant Project-Request for Funding Form must be completed and attached to a completed Project Cost Estimate Form for each project category for which funding is being requested.

**WASHINGTON WILDLAND FIRE ASSISTANCE GRANT PROGRAM 2004
PROJECT COST ESTIMATE SUMMARY PHASE II**

Total Project Cost Estimate		Applicant Match Contribution		
Includes all Equipment /Materials/Labor, to complete the Project listed below		Includes all Equipment/Materials/Labor, required to meet Applicant's Grant Match		
		Equipment/Materials		
Item	List Price	Description	Cost	
		Total - Equipment/Materials		
		Cash Contribution		
		Total Cash Contribution		
		In-Kind Labor \$16.00 Hr.		
			Hours	
Applicable Sales Tax				
		TOTAL In-Kind Labor		
TOTAL PROJECT COST ESTIMATE		TOTAL APPLICANT CONTRIBUTION		
Applicant's Required Grant Match 10% or 50% of Cost Estimate		(TOTAL must <u>Meet</u> or <u>Exceed</u> Applicant's Required Match) Figure listed at Left		
Total Grant Project Funding Requested				
Subtract Total Applicant Contribution Total from Total Project Cost Estimate Total				